

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-/1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Department of Natural Resources Application Data Application Number Parks, Recreation & Historic Sites Div. Recreation Services Section **Application Number** 270 Washington St. S.W. Room 704 Atlanta, Georgia 30334 DEC 1 9 1979 I DEC - 7 1979 2. Person to Contact Working Title Telephone Number Chief, Recreation Services Section 656-2790 Robin Jackson 3. Action Requested a. IXXEstablish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c, Amend Application No. ____ Check One: Change; Supercade; Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Recreation Services Section General Files 1963 : To date G. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Recreation Services Section guides and assists recreation providers through the preparation of statewide plans and issue analyses, through preparation and dispersal of technical publications, through consultation and community assessments, and through funding assistance. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Providing information and technical assistance to recreation providers (e.g., city or county recreation departments, churches, YMCA's, etc.) All subjects in the General Files except SCORP, LOCAL GOVERNMENT ASSISTANCE and PUBLICA-TIONS. These files include: correspondence internal and external, outdated reference materials, issue analyses, program/service descriptions, instructions/directions/guidelines, standars, legislation/regulations, policies/position statements, reference copies of studies/ . reports/publications/issue analyses/evaluations, theory/philosophy/methodology, presentations/speeches, and site and resource monitoring documents. NOTE: Currently useful resource material, regardless of age, is retained in current files. File is arranged: Alphabetically by subject How often are records referred to which are: 8. Monthly Reference Rate One to six months old _____; Seven to twelve months old _____; Thirteen to twenty four months old _____; twenty-five months and older______ Seldom if ever 9. Annual Rate of Accumulation of Records Letter-size drawers ____ ; Legal-size drawers ____ ; Shelves ____ ;; Other (specify) AH-50-71; Rev. 75

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